



Natural Resources Conservation Service
Programs Staff
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-120-06-03

May 11, 2006

SUBJECT: ADS – Procurement Needs

TO: All Employees

PURPOSE: To request that the Areas submit their procurement needs.

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY: June 9, 2006

We have very few dollars left in our equipment budget this year. In order to prioritize expenditures, please provide the following information:

Employees should submit requests for equipment, Information Technology (IT), and/or furniture \$500 and over to their supervisor. Please use the AD-700, Procurement Request, to submit all of your requests and provide a clear justification for each purchase. Purchase requests not on an AD-700 will be returned to the requestor. Also, prioritize the items into the following categories and indicate such on each request:

Priority 1 = I cannot do the job without this item, must have it.

Priority 2 = I need the item and it would make my job easier, but can survive without it.

Priority 3 = The item would be nice to have; wish list item.

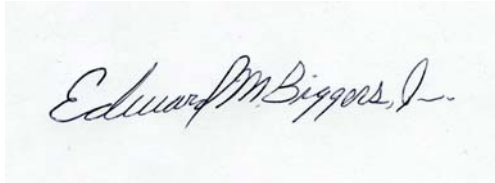
Supervisors should then approve or disapprove the purchase request and forward all approved purchase requests to Bethany Mills, Contract Specialist, in the State office by June 9, 2006. You may add to the justification or change the priority as needed. Purchase requests will be catalogued and the requisitioners will receive notification when the purchase request was received, when the purchase request was approved or disapproved, and when the purchase was made.

As always, any IT-related requests will be routed to the State Administrative Officer (SAO) for approval for the purchase. Audio-visual requests (digital cameras, digital projectors) will be routed to Petra Barnes, Public Affairs Officer, for her concurrence.

A first round buy will occur sometime in early July. The items not purchased will stay on the list for the end of the fiscal year in case we need to spend more money on equipment. Purchase requests that are not filled by the end of the fiscal year will be returned to the requisitioner with a reason for the disapproval. It is very unlikely that any Priority 3 items will be purchased this

year. Priority 1 items need to have a strong justification as to why we must buy them. Some items may be required to be procured through Integrated Acquisition System (IAS). Once approved for purchase, these purchase requests will be returned to the Area Administrative Coordinator or State office requisitioner for input into IAS.

If you have any questions regarding these instructions, please contact Bethany Mills at 720-544-2826.

A handwritten signature in cursive script, reading "Edward M. Biggers, Jr.", is displayed on a light blue rectangular background.

EDWARD M. BIGGERS, JR
Acting State Conservationist